



Cochise County Public Defender's Office

Public Programs...Personal Service
www.cochise.az.gov

RICHARD G. KARWACZKA
Public Defender

August 6, 2019

Client

RE: Public Defender Retention Schedule

Dear Client:

This is to advise you that the Public Defender will retain your file according to the retention schedule set for Public Defenders by the Arizona Legislature pursuant to ARS 41-1351. After this period, your file will be destroyed. If there is anything in your file that you would like a copy of, please make your request to your respective public defender before the end of your case. After your case has been closed, requests for a copy of your file must be submitted in writing and made during the pendency of the retention period for your particular case type as specified below.

Case Type	After Closing of Case
Felony	10 years
Misdemeanor	5 years
Juvenile Delinquency	5 years
Juvenile prosecuted under Sexual Predator Act (ARS 36-3701)	10 years
Extradition	4 years
Mental Health	4 years
Appeal/Rule 32	10 years

Sincerely,

Richard G. Karwaczka
Public Defender

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A MEMBER OF THE ARIZONA PUBLIC DEFENDER ASSOCIATION